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Event Questionnaire

Name of Organization:

Format of presentation (workshop, presentation, seminar):

Date & Time of Event/Location:

Title of Program/Topic:

What time does Susan speak?

Who will introduce her?

How long is her presentation?

Can the presentation include PowerPoint?

Is there an LCD Projector and screen?

Is there a podium and/or microphone?

Room layout:

Final headcount in Susan's event:

Are there other speakers?

Please provide email address so we can send a bio, intro and headshot.

Can Susan bring company brochures?

Contact person/phone # and email:

The fee that your organization will pay Susan for this presentation: \$

In 1-3 lines, please explain the goal of this presentation?

What is the age range of the audience?

What is their occupation?

How do they spend their workdays?

List 2-3 specific challenges/concerns the attendee's have related to this program.

What do they care about that should be tied into this presentation?